SALUTATIONS...GREETINGS...HELLO...HI!

Introductions
  o  Rebecca Teague
  o  Regina Howard
  o  Who are You?
OFFICE OF INSTITUTIONAL EFFECTIVENESS/GRANTS

- Over $19 Million secured in grant funding since 2004
- $14 million secured in the last four years (2008-2012)
- 10-15 grant proposals submitted annually
- 1 full-time staff member
PURPOSE OF GRANT WORKSHOP SERIES

- Institutional Priority – Fiscally Sound Position

  - Strategic Plan Goal – Intensify the pursuit of grants, contracts and other income streams

  - Grant Academy
    - Series #1: Grant Writing ABC’s
    - Series #2: Finding/Researching Grant Opportunities
    - Series #3: Grants Boot Camp

- Increase the number of grant proposals submitted by faculty/staff
LEARNING OUTCOMES:

- Identify and define the components of a grant proposal
- Interpret grant terms and requirements for proposal development
- Describe the intent and purpose of seeking grant funding
- Discuss the benefits of external grant/categorical funding
THE WHAT, WHERE, WHY, WHEN, AND HOW?

- What are grants?
- Why should I pursue grants?
- Who provides the funding for grants?
- Where do I find grant opportunities? (Teaser...Come back for Session #2)
- When do I apply for grants? (Teaser...Come back for Session #2)
- How do I get started? (Teaser...Come back for Session #3)
WHAT ARE GRANTS?

- Award of funds to an organization to undertake activities for a specific purpose
- Grant application and/or proposal
- Investment (contract) by funding agency
- Set time period/duration
WHY SHOULD I PURSUE GRANTS?

- Improve college campus and institutional climate
- Increase student success and access
- Academic development and training opportunities
- New programs and services
- Augment existing funds
- Creation of new community partnerships
- Address institutional needs
- Recognition of “Best Practices”
WHO PROVIDES THE FUNDING FOR GRANTS?

- **Public**
  - Government (Federal, State, Local)

- **Private**
  - Foundations
  - Corporations
  - Local Organizations

**come back for Session #2 to learn more!!!**
**HOW DO I GET STARTED?**

- Step 1: Development of a Program Idea
- Step 2: Finding the RIGHT Funding Source
- Step 3: Understanding the Application/Submission Process
- Step 4: MSJC Internal Approval Process!
DECIPHERING GRANT GUIDELINES

- Proposal announcements (RFA/RFP)

- Guidelines
  - Grant purpose and activities
  - Applicant eligibility
  - Proposal format
  - Review criteria
  - Closing date

- Deadlines
  - Submission/transmission
## TYPICAL PROPOSAL COMPONENTS

- Abstract
- Institutional Introduction
- Statement of Need
- Goals/Objectives
- Plan of Operation
- Staffing and Management
- Evaluation Plan
- Budget
- Appendices
  - Letter of Support
  - MOUs
  - Forms
ABSTRACT

- 1-page overview
  - Brief description summarizing overall request/proposal

- Clear, succinct, and concise

- Written after proposal complete

- First glimpse of proposal by readers

- Example - Handout
INSTITUTIONAL INTRODUCTION

Identify and Introduce the College:
- Describe services, mission and accomplishments
- Identify the population the college serves
- Define service area
- Incorporate demographics of target population and local community
- Distinguish unique qualities
- Explain how college benefits the community in which it is located

DO NOT:
- Discuss grant request and/or institutional need/problem
STATEMENT OF NEED

- Project justification – Why is the project necessary?
  - Clearly states the problem or need (unmet)
  - Identifies the gaps in services/programs
  - Discusses how the need affects students/faculty/college/community
  - Describes what happens if needs are not addressed

- Use supportive facts and evidence

- Create urgency

- Relate to college mission, priorities, goals, and long-term planning
TIPS!

- Assume the readers have no prior knowledge of need
  - Mt. San-a-WHAT?

- Provide statistical analysis
  - Compare with local, state and nationwide data
  - Research (surveys, trends, program review data)

- Cite authoritative sources
  - Best Practices
  - Policies

- Illustrate with graphics, tables, charts
GOALS AND OBJECTIVES

- **Goals** – End result of the project
  - Vision
  - Conceptual
  - Abstract

- **Objectives** – Measurable outcomes of the project
  - Measurable
  - Time specific
  - Tangible
  - Concrete
  - Achievable
OBJECTIVES

Best objectives include:
- Who will change (how many)
- How much change occurs (measurable)
- How the change will be measured
- Timeline for accomplishment of objective

Examples:

Goal – Lose Weight

Objective – Based on my current weight I will lose 15 pounds by December 2012

Goal – Increase student success

Objective – By fall 2012, success rates of students in Math 140 will increase by 10% over the 2010-2011 baseline.
PLAN OF OPERATION

- Describes the specific activities to be implemented to achieve the objectives
  - Tied to the needs and objectives
    - What will be done?
    - Where will it take place?
    - Who will do it?
    - How long will it take?
    - The resources (materials/equipment/etc.) needed

- Use matrices/columns/gantt charts

- Plan of Operation = WORK PLAN
MANAGEMENT AND STAFFING

- College’s capability of managing the project

- **Key Personnel**
  - Organizational chart (institution)
  - Project organization chart (grant specific)

- **Institutional Commitment**
  - Management Plan
  - Letters of Commitment
  - Resources (support, facilities, review/reporting, coordination, equipment, etc)
EVALUATION PLAN

- Accountability

- How the project results will be measured to determine if you have achieved the stated objectives
  - Tells who is performing the evaluation
  - Defines the evaluation criteria (what)
  - Describes data gathering methods (how)
  - Describes data analysis process
  - Shows how evaluation will be used (why)
  - Describes evaluation reports
TYPES OF EVALUATION

- Formative (process)
- Summative (outcome)

- Qualitative
- Quantitative
BUDGET

- Line item budget
  - Estimate costs accurately
  - Annual/Multi-Year estimates

- Budget narrative
  - Clear explanation of how grant funds will be expended by line item

- Relate to objectives and activities

- Budget details (indirect/cost-matching/in-kind)
BUDGET ITEM DETAILS

- **Personnel**
  - Position/Title
  - Rate of pay – hourly, monthly, annually
  - Percent of time committed to project

- **Fringe Benefits**
  - Health/welfare
  - Insurance, work comp, etc.

- **Consultants and Contract Services**

- **Equipment**

- **Travel**
  - Conference/training expenses

- **Supplies**

- **Facilities or space**

- **Construction**


GRANT WORKSHOP SESSION REVIEW

- Components of a Grant Proposal
- Grant terms/glossary
- Purpose of grants
- Benefits of pursuing grant funds
NEXT GRANT WORKSHOP SESSION

Session #2: Finding/Researching Grant Opportunities
  o Grant submission calendar
  o Grants office website
  o Grants data websites
  o Finding the Right “fit”

Session #3: Grants Boot Camp
  o Proposal planning
  o Proposal budget
  o Grants management
  o Grant reporting
QUESTIONS???
CONTACT US!

Rebecca Teague
Associate Dean of Institutional Effectiveness, Planning and Grants
rteague@msjc.edu
Ext. 3072

Regina Howard
Supervisor, Institutional Effectiveness, Planning and Grants
Ext. 3032